

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

2012-#10

CS-376  
REV(11/01)

Description of Position	TITLE OF POSITION:	ADMINISTRATIVE ASSISTANT (TREASURY RETIREMENT)	CLASSIFICATION CODE:	00416500
	SALARY RANGE:	GR. 00325 \$49,775 - \$55,750	REFERENCE POSITION NO.:	2360-90100-104
	Department or Agency Name	TREASURY	APPLICATION PERIOD:	09/04/2012-09/10/2012
	Division/Section/Unit	EMPLOYEES' RETIREMENT	GRACE PERIOD ENDS:	09/13/2012, 4:00pm
	Assignment(s) / Comments	UNCLASSIFIED POSITION		
	Shift and Days:	MON - FRI: 8:30am - 4:00pm	Job Location:	50 SERVICE AVENUE, WARWICK
	Restrictions/Limitations:	Standard hours. Subject to 6 month probationary period.		
		Demonstration of skills test will be required.		
	Position Covered By Collective Bargaining Union Agreement	Yes	XXX	No
	Name of Bargaining Unit Union:	COUNCIL 94, LOCAL 2884		
There is* ___ is not <u>X</u> a Civil Service List for this position	See A/B or Both for Specific Instructions			
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.				
General Information to Candidate	<b>INSTRUCTIONS:</b>			
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.			
	<b>Most Important</b> - Please include the following information:			
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Name of department where you are currently employed</li> <li>Title of your present position and date you entered it</li> <li>Your business telephone number</li> <li>Date you entered State service</li> <li>Present Union Affiliations</li> </ul>			
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>			
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>			
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.			
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>			
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>			
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>		
SEE ATTACHED JOB SPECIFICATIONS.				
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>			
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: <b>Experience:</b> Such as may have been gained through: <b>Special Requirements:</b>  SEE ATTACHED JOB SPECIFICATIONS.			
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>			
	CYNTHIA GALLUCCI OFFICE OF THE GENERAL TREASURER 50 SERVICE AVENUE, 2ND FLOOR WARWICK, RI 02886 EMAIL - jobs@treasury.ri.gov		<b>Telephone #:</b> (401) 462-7661 <b>Fax #:</b> (401) 462-7696 <b>TTY/TDD #:</b> 1-800-745-5555 (Telecommunication Device for the Deaf)	



UNCLASSIFIED

**TITLE ADMINISTRATIVE ASSISTANT (TREASURY RETIREMENT)**

**CLASS DEFINITION:**

**GENERAL STATEMENT OF DUTIES:** This position is responsible for efficient, accurate and timely communication to active and retired members of the Employees' Retirement System of Rhode Island (ERSRI) regarding all information relating to a member's rights and benefits. This position is responsible for the accurate and timely retirement calculations of the Employees' Retirement System of Rhode Island and conducts active and retired member counseling, processing, and other member service activities and does related work as required, including service in a call center. The Admin Asst handles processing of retirees and potential retirees from benefits counseling to the point of receipt of applicable pension benefits. The Admin Asst makes all necessary calculations, and insures receipt of all necessary information required to complete pension benefit payments or optional service processing.

To professionally, courteously and respectfully treat all contacts with customers of the General Treasurer's Office including the public, other government agencies, the business community, fellow employees and any other customers, both in person and when answering incoming calls, emails, letters and any other form of contact, and to project a customer-friendly attitude committed to provide high quality customer service.

To perform duties as directed to support the operations of the General Treasurer's Office during times of increased departmental workloads, including but not limited to working on a temporary basis (not to exceed 3 months, which may be extended by mutual agreement) in the Crime Victim Compensation Program, General Administration, Business Processing, Employees' Retirement, Unclaimed Property and/or the Investment Division. Designated managers within each division will review work for conformance to established procedures and regulations. Employees will not be disciplined for their inability to meet job requirements which are specific to a position to which they are temporarily transferred. Experience, including working in other departments, may be considered as a factor in selecting employees for promotions and/or transfers to new positions.

**SUPERVISION RECEIVED:** Works under the direct supervision of the Retirement Manager who reviews work for conformance to established procedures and regulations.

**SUPERVISION EXERCISED:** None

**ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:**

To perform accurate and timely calculations related to pension benefits. Such calculations may include (but not limited to) calculations for benefits such as: pension payments, purchasing of optional service credit including rollover or installment payment options, estimated benefit payments, death and survivor benefits including refunds, QDRO's, disability benefits and all benefit adjustments. Such calculations shall be done routinely by using the ANCHOR system functionality including (but not limited to) GBE, RAP, PAP, BAAW, MAM, HCP and OSC or the functionality of any other IT system.

To process manual calculations from time to time as requested by the Retirement Manager.

To ensure accuracy of and validate service credit of member files prior to appointments.

To complete final audit of retirement application processing functions and make any adjustments.

To counsel members regarding pension benefits, benefit options, disability benefits, medical benefits, optional service credit, conditions of retirement, taxes, group life insurance, etc.

To respond in writing to retirement related inquiries from members, beneficiaries and other interested parties.

To respond and counsel members regarding death and survivor benefits and disability benefits/options.

To conduct training sessions for other Member Services Staff on certain retirement issues.

To assist in the division's outreach and seminar programs under the direction of the Retirement Manager and to provide member benefit presentations.

To perform a variety of other tasks related to the retirement function such as: to track survivor benefits and respond to inquiries from members regarding service retirement, disability retirement, and post retirement employment.

To work with all state, school and municipal personnel/payroll offices regarding salary certification, optional service credit information and any other information that is needed from these agencies for completion of related tasks.

To journalize and post transactions to the general and subsidiary ledgers which includes (but is not limited to) such tasks as: compiling, preparing and auditing data; reviewing data to ensure the accuracy of the transactions; and classifying receipts and disbursement transactions for posting.

In addition, this positions initiates new pension processing, verifies pension information prior to processing, reimburses and transfers retiree medical information, and performs various general office activities as required.

## **REQUIRED QUALIFICATIONS FOR APPOINTMENT:**

**KNOWLEDGE, SKILLS, CAPACITIES:** Most possess excellent quantitative and analytical abilities. Must be detail oriented and have a working knowledge of the principles and practices of accounting. Must have a thorough knowledge of personal computer spreadsheet application usage; and related capacities and abilities.

Must have a full understanding and knowledge of retirement laws and policies. Must have a working knowledge of the Employees' Retirement System of Rhode Island and have the ability to communicate such knowledge in a concise and understanding manner. Must possess excellent oral and written communication skills and able to provide outstanding customer service. Successful

applicant will be available for individual and group counseling appointments and benefit presentations beyond normal working hours of 8:30 a.m. to 4:00 p.m.

**SPECIAL REQUIREMENT:** Must possess and maintain a valid driver's license and must be able and willing to use own vehicle to assist in Retirement outreach and seminar programs.

**EDUCATION AND EXPERIENCE:** Must have a degree from a recognized 4 year college with a concentration in accounting, liberal arts or business administration.

Seven (7) years' experience in a retirement system operation involving benefit counseling and/or benefit analysis.

**Or,** any combination of education and experience that shall be substantially equivalent to the above education and experience.

If an applicant is unable to perform any essential job function because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for the position.